

**UNITED STATES BANKRUPTCY COURT
DISTRICT OF RHODE ISLAND**

NOTICE REGARDING SUBMISSION OF PROOFS OF CLAIM

PLEASE BE ADVISED: The U.S. Bankruptcy Court for the District of Rhode Island uses the Case Management/Electronic Case Files (CM/ECF) system for recording court filings. In order to expedite the processing of your claim, we request that you please adhere to the following requirements. Doing so will allow the clerk's office to more efficiently image and docket court filings.

1. DO NOT STAPLE THE ORIGINAL CLAIM OR SUPPORTING DOCUMENTS.

In order to place the claim and supporting documents in our electronic filing system, each paper must be imaged in a high speed scanner. If a document is stapled, clerks must remove each staple before being able to process the document, which adds substantial time to the processing of claims.

2. ONLY ONE ORIGINAL CLAIM AND SUPPORTING DOCUMENTATION IS REQUIRED TO BE FILED WITH THE COURT.

Once the claim is imaged into the CM/ECF system and attached to the claims register, the hard copy is placed in a daily file folder with all other filings docketed by the court that day. The court no longer maintains individual paper file folders. The official record for each case is the electronic record. If you wish to have a return copy, please include one copy for this purpose with a self-addressed stamped envelope.

3. DO NOT FILE CLAIMS IN NO ASSET CHAPTER 7 CASES. Pursuant to this Court's December 6, 2002 Administrative General Order 02-002, any claims filed in no asset chapter 7 cases are destroyed and NOT DOCKETED. If the case becomes an asset case, you will receive notice and the bar date for filing claims.

4. COMPLIANCE WITH LBR 3002-1(a) - SERVICE OF PROOF OF CLAIM ON ATTORNEY FOR DEBTOR AND CASE TRUSTEE. Pursuant to Local Bankruptcy Rule 3002-1(a), a copy of the proof of claim and all attachments thereto must be served on the case trustee and on the debtor's attorney or debtor, if pro se.

Susan Thurston
Clerk of Court

June 2003